Weddings
AT MICHIGAN STATE UNIVERSITY

Kellogg Hotel & Conference Center • Huntington Club • MSU Union
MSU Alumni Memorial Chapel
Congratulations on your engagement and thank you for choosing Michigan State University! Our Wedding Specialist will help you plan your dream day with our all-inclusive 2020 wedding reception package. All of the items below are included with your choice of buffet or plated entrée.

- Hors d’oeuvres displays
- Vegetable crudité and international & domestic cheese displays
- Your choice of an additional hors d’oeuvre selection or champagne toast
- Four hours of beverage service
- Cake cutting and service
- Late night coffee station
- Centerpieces
- Crushed oyster floor-length tablecloths
- Selection of colored linen napkins
- Charger plates
  
  *available at the Kellogg Hotel & Conference Center only*
- Dance floor
- Complimentary parking
  
  *available at the Kellogg Hotel & Conference Center only*
- Complete reception arrangements and setup
- Professional service staff

Special hotel rates for your overnight guests at the Kellogg Hotel & Conference Center

- A luxurious guest room for the couple at the Kellogg Hotel & Conference Center
  
  *complete with a bottle of chilled champagne, fruit, and chocolate truffles*

Wedding party scheduled access to stadium seating for photographs
  
  *available at the Huntington Club only*
**Wedding Buffet Selections**

**Banks of the Red Cedar Buffet | $77**

- **White Chicken Chili**
  with southwest crema, tortilla strips, and pepper jack GF

- **Cobb Field Salad**
  with shaved MSU ham, eggs, cucumber, tomato, and dagano GF with garlic crostini and buttermilk ranch

- **Trotolle with Grilled and Roasted Vegetables**
  bailey urban farm herb vinaigrette and toasted pine nuts VG

- **Red Cedar Redskin Potato Salad GF V**

- **Creamy Lump Crab & Artichoke Heart Dip GF**
  with MSU Baker's pumpernickel loaf

- **Slow Smoked Sliced Beef Brisket GF**

- **Cajun Rubbed Shredded Pork Shoulder GF**

- **Spicy Pulled Chicken GF**
  complete with classic, chipotle, and golden BBQs

- **S'Mac Talk**
  cavatappi with house cheese blend and crunchy gratinee V

- **Bootleg Beans**
  great northern and black beans with smoked grapes and bourbon BBQ GF VG

- **Corner Route Casserole**
  sweet corn with caramelized peppers and onions topped with jalapeno cheddar cornbread V

**Little Italy Buffet | $78**

- **Classic Caesar Salad**
  with parmesan, croutons, creamy Caesar dressing and house vinaigrette

- **Little Gems Salad**
  bacon, avocado, and tear drop tomatoes served with Dijon dressing GF

- **Antipasto Display**
  Parma ham, mortadella, capocollo, Milano salami, buffalo mozzarella, green and black olives with a selection of preserved vegetables, bell peppers, aubergines, artichokes, sun-dried tomatoes and mushrooms served with bruschetta and focaccia

- **Pancetta-Wrapped Chicken**
  agro dolce GF

- **Brasato al Barolo**
  braised beef with roasted cremini and horseradish gremolata

- **Brown Butter Snapper**
  fagioli in umido GF

- **Pappardelle Bolognese**
  pecorino Romano, broccolini balsamico with sautéed greens, garlic and chilies Focaccia and extra virgin olive oil

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Wedding Buffet Selections

Great Lakes Buffet | $79
Michigan Cherry Salad
spinach, mesclun mix, dried Michigan cherries, toasted pecans, gorgonzola served with raspberry vinaigrette dressing GF V
MSU Panzanella Salad
MSU Baker brioche and Michigan heirloom tomatoes served with Champagne-Dijon vinaigrette V
Grilled and Chilled Okemos Shrimp
with fresh MSU hoop house herbs GF
Chicken Forestiere
braised chicken thighs served with tomatoes, mushrooms, bacon, and red wine GF
Michigan Lake Trout
Roulade of lake trout, whitefish mousse, and citrus beurre blanc GF
Leelanau Wine-Braised Beef Short Rib
in a Michigan morel mushroom demi-glace GF
Michigan Squash Lasagna
with layered seasonal squash, mozzarella, and parmesan cheese V
Grilled Marinated Michigan Asparagus V
Sweet Potato Duchess
with parmesan cheese V

Pacific Buffet | $85
Stuffed Mushroom Soup
with cappuccino truffle foam
Sunny Salad
kale, strawberries, manchego cheese, and a pine nut vinaigrette GF V
Sweet Potato Salad
fresh arugula, caramelized sweet potatoes, apples, quinoa, red onion, coriander, and parmesan with basil pesto GF V
Left Coast Acai Bowl
acai berries, blueberries, strawberries, raspberries, banana, toasted almond, granola, and coconut shavings VG
Avocado Toast
chevre, crab, and focaccia
Cheese & Charcuterie Board
with local cheeses and cured meats with seasonal accoutrements
Duck Leg Confit
smoked duck breast, braised lentils, and baby arugula GF
Ginger Glazed Salmon
with lemongrass scented sticky rice GF
Red Wine Beef Short ribs
with pinot noir, aromatic herbs, and roots GF
Fontal Polenta Mushroom Sautee VG
Roasted Carrot Trio GF VG

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Custom buffet and strolling dinner options available. See Wedding Specialist for more information.
Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, assorted soda, and iced water | $69 per person

Garlic and Herb Breaded Chicken Breast
with rosemary scented jus GF

Black Cherry Chicken Breast
with black cherry gastrique GF

Pan Roasted Chicken Breast
with mushrooms, kale, bacon, and Arabiatta sauce GF

Piedmontese Flank Steak
grilled flank steak with Madeira demi glaze wine sauce stuffed with prosciutto and fontina cheese GF

Grilled Marinated Flank Steak
with whole grain mustard demi GF

Alsatian Pork Shank
crisp braised pork shank with natural jus, cannellini bean ragout and root vegetable medley GF

Sole Provençal
fresh sole with preserved lemon and sauce meuniere GF

Wild Alaskan Black Cod
with hoisin and ginger GF

Florentine Pesto Ravioli
with Arabiatta sauce V

Tuscan Risotto
on a bed of caramelized onions, roasted peppers, wilted spinach, portobella mushroom, seasonal vegetables, and tomatoes confit GF VG

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Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, assorted soda, and iced water | $76 per person

Roasted Breast of Chicken
with Cipollini onions, pancetta crisp, and red wine jus GF

Michigan Apple Cider Chicken
brined organic chicken breast with Michigan apple jam demi GF

Chile & Cumin Chicken
chile and cumin scented chicken breast with roasted tomato salsa with sweet corn and black beans GF

Grilled Ribeye Steak
with Fleur de Sel and herbs GF

Braised Short Rib
with Cabernet sauvignon and fresh aromatics GF

Braised Char Sui Pork Tenderloin
Chinese style BBQ with ginger, garlic and tamari GF

Olive Oil Poached Sea Bass
with lobster-mango cream GF

Poached Salmon
with cherry tomato salad, white wine, fennel, and citrus broth GF

Duet of Chicken and Salmon
classic chicken cordon bleu with white wine cream sauce and oven-roasted salmon with balsamic-maple glaze and crispy onions

Duet of Filet Mignon & Chicken
pan-roasted petite filet mignon in a pinot noir demi and a herb-breaded chicken breast in boursin cheese sauce GF

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Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, assorted soda, and iced water | $85 per person

Grilled Filet Mignon
with sherry wine and oregano caper demi-glace GF

Cognac Chicken
herb marinated and grilled breast of chicken with creamy cognac morel mushroom sauce GF

Garlic-Sage Roasted Airline Chicken Breast
six-ounce bone-in chicken breast with Meyer lemon and pistachio pesto GF

Pan-Roasted Rosemary Marinated Lamb Loin
with lamb jus GF

Oven-Roasted Halibut
wrapped in bacon with BBQ demi GF

Chesapeake Bay Crab Cakes
pan seared crab cakes with mustard and tarragon sauce

Filet Mignon Oscar
lump crab meat béarnaise with demi-glace and grilled black angus N.Y. strip with ginger molasses jus GF

Duet of Pan-Roasted Scottish Salmon & Braised Beef Short Ribs
grilled filet mignon with wild mushroom red wine sauce and pan-seared salmon with chardonnay cream sauce GF

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Plated Wedding Packages

Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, freshly brewed coffee, a selection of fine teas, assorted soda, and iced water.

Salad Selections (select one)

- **Kellogg Fresh House Salad**
  mixed greens tossed with carrot julienne, English cucumber, and grape tomatoes GF VG
- **Classic Caesar Salad**
  Romaine hearts, shaved parmesan-Reggiano, and garlic croutons
- **Fresh Mozzarella and Heirloom Tomato**
  with balsamic GF V
- **Gathered Field Greens**
  Michigan apples, maytag bleu cheese, and toasted walnuts GF V
- **Harvest Salad**
  field greens with roasted beets, butternut squash, pickled red onion and candied walnuts GF V
- **Mache, Baby Spinach, and Radicchio**
  sun-dried cranberries, Gorgonzola cheese, and toasted pine nuts GF V

Select up to two dressing options: House Vinaigrette GF, Ranch, Caesar, Cherry Vinaigrette GF, or Balsamic Vinaigrette GF

Vegetable Selections (select one)

- Honey caramelized baby carrots GF VG
- Asparagus GF VG
- Broccolini GF VG
- Haricot vert GF VG
- Roasted Brussels sprouts GF VG
- Sweet corn, edamame, and pearl onion hash GF VG
- Wilted rainbow chard with garlic and lemon GF VG
- Roasted heirloom carrots GF VG
- Green beans almandine GF VG

Starch Selections (select one)

- Rosemary cheddar mashed potatoes GF V
- Dauphinoise potatoes GF V
- Roasted fingerling potatoes GF VG
- Roasted garlic and fresh herb risotto GF V
- White rice pilaf with aromatics GF VG
- Smashed Yukon Gold potatoes GF V
- Cinnamon allspice-scented basmati rice GF VG
- Steamed gnocchi with pecorino cheese V

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Children’s Menu

Children’s Plated Entrée Selections | $15
For children nine years old and younger. Includes a fruit cup, green beans and tater tots.

House Recipe Macaroni and Cheese V
Crispy Fried Chicken Strips
Hot Dog
Grilled Cheese V
Cheese Pizza V

Children’s Buffet | $15
For children nine years old and younger. Includes the same selections as the buffet selected for the event.

Young Adult Wedding Package
For guests aged 10-20 years old. Includes the same adult meal selection with a $14 discount off package price.

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Wedding beverage service includes appropriate mixers and garnishes. Additional spirits may be requested.

Four hours of beverage service included in entrée price.

**Premium Brand Liquor**
- Absolut Vodka
- Dewar’s Scotch
- Jack Daniel’s Whiskey
- Tanqueray Gin
- Jim Beam Bourbon
- Bacardi Silver Rum
- Captain Morgan Spiced Rum
- Sweet and Dry Vermouth

**Varietal and Premium Wines**
- Chardonnay
- Sweet White
- Cabernet Sauvignon
- Merlot
- Premium Red Wine
- Premium White Wine

**Imported, Craft and Michigan Beer**
- Seasonal Sam Adams
- Stella Artois
- Two Seasonal Michigan Beers

**Domestic Beer**
- Bud Light
- Miller Lite

Enhance your beverage service with an optional fifth hour.

**Hosted Consumption Bar**
*Prices are subject to applicable service charge and sales tax.*

*Priced per drink.*
- Premium Brand Liquor | $7.50
- Varietal Wines | $5.75
- Premium Varietal Wines | $7.75
- Michigan and Imported Beer | $5.75
- Domestic Beer | $4.75
- Soda & Juice | $2.75

**Cash Bar**
*Prices are inclusive of sales tax. Priced per drink.*
- Premium Brand Liquor | $8
- Varietal Wines | $6
- Premium Varietal Wines | $8
- Michigan and Imported Beer | $6
- Domestic Beer | $5
- Soda & Juice | $3

**Flat Rate Bar**
*Prices are subject to applicable service charge and sales tax.*

*Priced per person. Based on final guarantee.*
- One additional hour of beverage service | $7

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Hors D’oeuvre Enhancements

Hot Hors D’oeuvres

Crispy Tator Tots | $100
with bacon and jalapeño

Meatballs | $110
tossed in garlicky-smoked ketchup GF

Edamame Potstickers | $110
sesame soy dipping sauce GF V

Thai Cashew Chicken Spring Rolls | $110
spicy peanut sauce

Chicken Quesadilla | $110
with chipotle sour cream

Marinated Chicken Skewers | $135
with tequila, lime, and sea salt GF

Churrasco Steak Kebab | $145
topped with chimichurri sauce GF

Salmon Brochette | $150
with hoisin teriyaki drizzle

Bacon Wrapped Scallops | $160
topped with grilled pineapple chipotle glaze GF

Cold Hors D’oeuvres

Tortellini Fresh Mozzarella Skewer | $110
with balsamic syrup V

Smoked Chicken Salad in a Crisp Phyllo Cup | $110
with fresh basil and balsamic sauce GF V

Tomato Mozzarella Bites | $110
balsamic reduction V

Tomato Caper Bruschetta | $110
with pine nuts and truffle essence V

Creamy Hummus | $110
with roasted pepper and marinated olives on toasted fiscelle V

Smoked Salmon Rolls | $150
with cream cheese on brioche

Shrimp & Gazpacho Shooter | $150
with cilantro GF

Sliced Beef Tenderloin on Focaccia Toast | $150
with caramelized shallots

Scallop Ceviche | $160
with cucumber cup with pepper lime garnish GF

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Late Night Enhancements

Keep the celebration going with snacks and desserts in the evening.

Large 16-Slice Pizza | $30 per pizza
select up to three pizza varieties for your event:
- four cheese V
- pepperoni, sausage, and mushroom
- ham and pineapple
- sun-dried tomato, grilled vegetables, and goat cheese V
- BBQ chicken, caramelized red onions, and sweet peppers
- Mediterranean with sun-dried tomatoes, artichokes, spinach, Kalamata olives, feta, and asiago cheese V
- vegetarian with green peppers, black olives, mushrooms, and onions V

Gluten Friendly 12” Pizza | $25 per pizza

Slider Station | $7 per person (select two)
grilled Angus sliders, pulled pork sliders, or fried green tomato sliders accompanied by homestyle French fries and sweet potato fries

Cravings Popcorn Bar | $3 per person
trio of Cravings dark and white chocolate drizzled caramel corn, dill pickle corn, and sweet and salty kettle corn GF V

The Ultimate Nacho | $4 per person
corn tortilla chips, chicken, beef, Zacateca beans, chili con queso, guacamole, pico de gallo, salsa roja, sour cream, red onions, black olives, pickled jalapeno, Zacateca beans, and shredded lettuce GF

Boneless Wing Bar | $5 per person
buffalo, teriyaki, and BBQ with trio of dipping sauces

Sweet & Salty Station | $4 per person
assorted mini chocolate candy bars, Cracker Jacks with peanuts, warm buttered popcorn, kettle cooked potato chips, chocolate dipped pretzels, chocolate-covered Oreos, and Chocolate chip cookies V

Late Night Breakfast Station | $6 per person
sausage, egg, and cheese on English muffins and crispy hash brown potatoes with sriracha and ketchup

Cookie and Mousse Station | $4 per person
chocolate chip, English Toffee, red velvet and fudge brownies, and raspberry, caramel, and chocolate mousse served in flavored cones with strawberry milk and chocolate milk V

MSU Dairy Ice Cream Cups | $6.50 per person
assorted MSU Dairy Store flavors based on availability GF V

MSU Bakery Game Day Cookies | $42 per dozen
Spartan “S” and Spartan head frosted sugar cookies V

Chocolate-Dipped Strawberries GF V | $2.75 per person

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Beverage Enhancements

**House Beverages**
- La Petite Vigne Chardonnay, France | $25
- Les Roucas Cabernet Sauvignon, France | $25
- Jaume Serra Arte Latino Brut Cava, Spain | $25
- Tisdale Merlot, California | $25
- Ornella Molon Pinot Grigio, Italy | $29
- Casa Smith ViNo Moscato, Washington | $29
- The Loop Sauvignon Blanc, New Zealand | $30
- Belasco de Baquedano ‘Llama’ Malbec, Argentina | $31
- Dark Horse Red Blend, California | $35
- Bowers Harbor Dry Riesling, Michigan | $35
- Non-Alcoholic Sparkling Juice | $14

**Fine White Wines by the Case**
- Honing Sauvignon Blanc, California | $27
- Chateau St. Michelle Chardonnay, Washington | $29
- The Furst Riesling, France | $30
- Bowers Harbor Chardonnay, Michigan | $31
- Black Star Farms Dry Riesling, Michigan | $33
- Napa Cellars Chardonnay, California | $33
- King Estate Pinot Gris, Oregon | $34
- Bowers Harbor Pinot Grigio, Michigan | $36
- J Vineyards Russian River, California | $42
- Cakebread Chardonnay Napa, California | $74

**Fine Red Wine by the Case**
- Mojo Cellars Pinot Noir, California | $27
- Vignamaggio ‘Il Morino’ Super Toscana, Italy | $29
- Foncalieu Le Versant Pinot Noir, France | $30
- Charles Smith ‘Velvet Devil’ Merlot, Washington | $30
- Chateau St. Michelle Cabernet Sauvignon, WA | $33
- Château Le Fleur Plaisance Bordeaux, France | $37
- The Fabelist Wine Co. Zinfandel, California | $38
- Field Recordings Fiction Red Blend, California | $42
- Kuleto Estate ‘Native Son’ Cabernet Blend, CA | $43
- Justin Cabernet Sauvignon, California | $50
- Keenan Cabernet Napa, California | $99

**Sparkling Wine**
- Black Star Farms Bedazzled Dry, Michigan | $29
- Martini & Rossi Asti Spumante, Italy | $29
- Domaine St. Michelle Brut, Washington | $31
- Mawby Blanc Brut, Michigan | $39
- Perrier-Jôuet Grand Brut Champagne, France | $79

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Wine is priced per bottle and must be ordered by the case, excluding house beverages. Spirited and non-alcoholic punches are priced by gallon.

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Rehearsal Dinner Selections

Goin’ to the Chapel Buffet | $20

Caesar Salad
with parmesan, lemon, garlic croutons, and creamy Caesar dressing

Baked Ziti Alfredo
with artichokes and baby spinach V

Vegetarian Pizza
with marinated tomato, red onion, button mushroom, sweet bell pepper, and roasted garlic cloves V

Meat Lovers Pizza
with pepperoni, bacon, sausage, beef brisket, grilled chicken, mozzarella cheese, and cheddar cheese

Freshly Baked Parmesan Breadsticks
with marinara dipping sauce V

Assorted MSU Bakers Cookies and Brownies V

Gluten friendly pizza available upon request

The Night Before Buffet | $31

Very Berry Salad
with gathered field greens, toasted almonds, fresh berries and raspberry cider vinaigrette dressing

Roasted Pomegranate Chicken Breast
pan seared chicken breast topped with a citrus, pomegranate and garlic glaze GF

Pacific Rim Salmon GF
with a ginger soy glaze

Roasted Vegetable Wellington V

Yukon Gold Smashed Potatoes GF V

Orange Scented Jasmine Rice GF V

Fresh Asparagus
with Lemon Butter Drizzle GF V

White Chocolate Mousse
with a peanut butter toffee crunch GF V

Lemon Cake
with raspberry coulis V

The rehearsal dinner buffets include freshly brewed coffee, a selection of fine teas, assorted soda, and iced water. Priced per person. A minimum guarantee of 25 is required.

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Wedding Brunch Selections

“**I Do**” Continental | $18
Fresh Sliced Fruits and Seasonal Berries GF VG
Individual Yogurt with Granola V
Breakfast Wraps
with fluffy scrambled eggs, cheddar cheese, and bacon
Assorted Muffins V
Fruit Danishes V

**Wedding Bells Brunch Buffet** | $30
Fresh Fruit Display
with cantaloupe, honeydew, pineapple, strawberries, oranges, grapes, and a strawberry yogurt cream cheese dipping sauce GF V
Scrambled Eggs
with Bailey Hoop House herbs and MSU Dairy Store cheese GF V
Crisp Bacon and Sausage Links GF
Breast of Chicken
filled with goat cheese and fresh herbs with white wine cream sauce GF
French Toast Casserole
served with warm maple syrup V
Diced Breakfast Potatoes
with sautéed bell peppers and onions V
Broccoli Casserole V
Variety of Bagels
with cream cheese, butter, and fruit preserves V
Assorted Muffins and Fruit Danishes
with butter and fruit preserves V

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State Room Restaurant Private Dining | Custom

For parties of 30 or less, a private dining room in our State Room Restaurant provides the perfect setting to kick off or wind down your wedding weekend!

Guests may select from a personalized menu created from our State Room seasonal menu offerings.

A full wine, beer, and cocktail list is also available.

Contact the wedding specialist for availability.

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Things To Do at MSU

With venues located directly on the campus of Michigan State University, your guests can enjoy the following attractions all within walking distance.

**Dining & Shopping**
- The State Room Restaurant
- Kellogg Center Gift Shop
- MSU Dairy Store
- Downtown East Lansing

**Entertainment**
- Cosmic Bowling at the MSU Union
- Wharton Center for Performing Arts
- Eli & Edythe Broad Art Museum
- Michigan State University Museum
- Abrams Planetarium
- U Club Spa
- Ice Skating at Munn Ice Arena
- MSU Tours

**Recreation**
- Forest Akers Golf Courses (Reference Wedding Group Package for Special Rates!)
- MSU Tennis Center
- Walking and biking trails (hotel guests may rent bikes from the Kellogg Center!)
- IM Fitness Facilities
- Canoeing and kayaking on the Red Cedar River
- Demmer Shooting Sports Education & Training Center

**Points of Interest**
- Spartan Stadium
- W. J. Beal Botanical Gardens
- Beaumont Tower
- Sparty Statue
- Bronze Sparty Statue at the MSU Union
- Hall of History at the Breslin Center

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Function Requirements

All meeting requirements, menu, and other food and beverage selections should be confirmed no later than 14 days prior to the function date. Changes in banquet or meeting room arrangements within 24 hours of scheduled starting time may be subject to additional labor charges.

Food and Beverage Service

All food and beverage must be supplied by the Kellogg Hotel & Conference Center and/or Kellogg Catering. Food and beverages (alcoholic and non-alcoholic) are not permitted to be brought into the conference or banquet areas by a guest(s) of the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union. No food prepared and served by the Kellogg Hotel & Conference Center and/or Kellogg Catering will be permitted to leave the premises. The Kellogg Hotel & Conference Center and/or Kellogg Catering cannot guarantee that allergens were not introduced during another stage of the food supply chain process or, inadvertently, during preparation. GF indicates gluten-friendly menu selections, V indicates vegetarian menu selections, and VG indicates vegan selections.

Food and Beverage Pricing

If the event is not held within the year that the estimate is given, food and beverage prices may be subject to a price increase of not more than 10% year over year.

Alcohol Service Policy

In keeping with our commitment to responsible service of alcohol in a university setting, the Kellogg Hotel & Conference Center and/or Kellogg Catering will: A) request identification from all guests who appear to be under the age of 30; B) not serve alcoholic beverages to guests without proper ID; and C) not serve doubles, shots, shooters, or multiple liquor drinks containing more than three liquors (e.g. Long Island Iced Tea). Only single drinks will be dispensed to patrons. The banquet manager of the Kellogg Hotel & Conference Center and/or Kellogg Catering reserves the right to refuse alcoholic beverage service to an individual or group. Alcoholic beverage service will not exceed five hours per event.

Beverage Orders

The Kellogg Hotel & Conference Center and/or Kellogg Catering provides extensive beverage options through its banquet menu selections.

The event will be charged for all beverages that are ordered whether or not all bottles are used at the event, excluding house wine. Wine is priced per bottle and must be ordered by the case, excluding house wine. Wine orders, with the exception of house wine, must be confirmed 10 days in advance; bottles will be ordered and billed based on this number. Any beverages, excluding liquor, not consumed during the event will be available to the on-site contact upon conclusion of the event. If an event requires beverages that are not available on the regular banquet menu, those beverage selections may be ordered through the Kellogg Hotel & Conference Center and/or Kellogg Catering. All selections rotating on availability. Product substitutions based on supply will be equal to or greater than current product.

Pricing

A service charge is added to food, beverage, and audio-visual prices to offset facility maintenance and administrative costs. Michigan sales tax is applicable to the service charge unless the entity is Michigan sales tax exempt. See booking contract for service charge rates. The service charge does not replace a gratuity for the servers and/or hotel staff. Service charge estimates are subject to increase. If the event is not held within the year that the estimate is given, service charges may be subject to an increase of not more than 10% year over year.

Entrée Substitution

The Kellogg Hotel & Conference Center and/or Kellogg Catering will provide entrée substitutions for dietary or religious purposes, provided that (A) the client supplies the requested number of substitution entrées not less than three business days before the catered event and (B) the number of substitute entrées requested is less than 10% of the minimum guarantee of attendance, as indicated in the booking contract with the Kellogg Hotel & Conference Center, Huntington Club or MSU Union. If the client does not provide substitution requests in accordance with the timeline described above, the Kellogg Hotel & Conference Center and/or Kellogg Catering has no obligation to provide substitute entrées. The Kellogg Hotel & Conference Center, Huntington Club or MSU Union may try to accommodate these requests, however an additional charge for the substitute entrée and the main entrée will be assessed, along with any additional service charges.

Please add applicable service charge and state sales tax to all food and beverage items. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness. We cannot guarantee that allergens may not have been introduced during another stage of the food chain process or, even inadvertently, during preparation.
Multiple Entrée Selections
If two entrée selections are ordered, a $1.00 multiple entrée fee will be assessed for each selection. If three entrée selections are ordered, a $2.00 multiple entrée fee will be assessed for each selection. Multiple entrée selections will be prepared for the guarantee only (no 5% overage). Any changes to entrée selections at the time of the event will be charged in addition to the entrées guaranteed and prepared. The client will be responsible for providing nametags or place cards to indicate entrée selections.

Labor Charges
A labor charge of $50.00 will be assessed for meal functions of less than 20 people. A labor charge of $20.00 per server, per hour will be assessed for butler-style served hors d'oeuvres.

Bartender Charges
A bartender fee of $75.00 will be assessed on each hosted or cash bar when sales do not exceed $250.00 per bar, or when an additional bartender is requested.

Damage, Repair, and Maintenance Charges
The Kellogg Hotel & Conference Center and/or Kellogg Catering reserves the right to inspect and control all events held at facilities managed by the Kellogg Hotel & Conference Center and/or Kellogg Catering. Costs arising from damage to the premises will be charged to the representative making the arrangements. Additional labor charges will be charged to events if more than standard clean-up is required. Fees will be assessed by the Kellogg Hotel & Conference Center and/or Kellogg Catering at the close of the event.

Equipment, Materials, and Decorations
Due to limited storage, the Kellogg Hotel & Conference Center and/or Kellogg Catering cannot store flowers or cake. All materials, equipment, and decorations will need to be removed at the conclusion of your event. The Kellogg Hotel & Conference Center and/or Kellogg Catering will assist with the setup of favors and place cards only. Glass enclosures are required for any candles. Glitter, feathers, confetti, or metallic chips are not permitted. Decorations may not be hung from the ceiling or walls.

Event Signage and Banners
If the client would like a banner to be hung in the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union, prior approval and coordination with the Kellogg Hotel & Conference Center and/or Kellogg Catering staff is required. Please provide banners 24 hours in advance for proper hanging.

A list of daily events is posted throughout to direct guests to the correct banquet or meeting room. All banquet and meeting rooms have either a paper sign holder or digital signage outside of the room to indicate the event within. The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union will include the name of the event on the signage as described on the booking contract. If more specific signage is desired, the client will be responsible for providing it.

No posters or signs may be located or hung in the Kellogg Hotel & Conference Center, Huntington Club, and/or MSU Union lobby without prior permission. Scotch tape, nails, pushpins, or other potentially damaging fasteners may not be used to hang signs or other materials on walls of the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union. Easels are available for rent on a limited basis for information purposes. Please contact your conference services manager should you have questions about a banner or signage.

Audio-Visual and Equipment Needs
All special equipment and services can be arranged with our conference services department. For your convenience, the Kellogg Hotel & Conference Center and/or Kellogg Catering provide full audio-visual services. The Kellogg Hotel & Conference Center requests that conference services be notified in advance of any equipment that will be provided by the client.

An audio and/or visual service fee of $75.00 per room will be incurred for audio-visual equipment that is provided by the client. The fee includes an audio-visual cart, extension cord, and technical support. Audio-visual price estimates are subject to increase. If the event is not held within the year that the estimate is given, audio-visual prices may be subject to an increase of not more than 10% year over year.
Function Space
If the event's attendance numbers are significantly different than those described in the booking contract, the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union reserves the right to adjust the room assignment based on actual attendance numbers. The event is required to observe the schedules described in the booking contract and the event must vacate its assigned rooms according to that schedule. The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union reserves the right to charge for room usage outside of the scheduled times, plus additional service charges arising from such usage.

Room Rates and Rental Fees
Event fees are based on attendance numbers provided by the client and bundled services provided by the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union. Revisions in the event minimum attendance, times, date, or meal functions may necessitate the revision of the room rates and rental fees. Accordingly, the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union reserves the right to revise the fees for the event if the event’s commitments change.

Outdoor Events
Tent rentals are available. Please contact your conference services manager for pricing. Events contracted on the East Patio are contingent on weather conditions. The Kellogg Hotel & Conference Center banquet department will communicate with the contracting party if the Kellogg Hotel & Conference Center determines the weather conditions are not safe to hold an event outdoors. The Kellogg Hotel & Conference Center reserves the right to delay or cancel the event up to two hours prior to event start time due to inclement weather.

Security
The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union reserves the right to require additional security services to monitor events held at facilities managed by the Kellogg Hotel & Conference Center at the client’s expense. The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union will provide advanced notice if security will be required and will invoice the event for the additional fees associated with security.

Limitation of Liability
The Kellogg Hotel & Conference Center’s, Huntington Club and/or MSU Union’s performance under this agreement is subject to acts of God, war, government regulation, terrorism, strikes, civil disorder, curtailment of transportation, or acts preventing the delivery of foods and beverages, or any other emergency of comparable nature beyond the control of the management of the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union that in each case makes it impossible to perform its obligations under this agreement. The Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union shall not be responsible for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event. In no event will the Kellogg Hotel & Conference Center, Huntington Club and/or MSU Union be liable for the loss of profit or indirect or consequential damages whether based on breach of contracts, warranty, or otherwise.

Please add applicable service charge and state sales tax to all food and beverage items. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness. We cannot guarantee that allergens may not have been introduced during another stage of the food chain process or, even inadvertently, during preparation.